Data Subject Access Request Form

At any point while we are in possession of or processing your personal data, you, the data subject, have the right to request a copy of the information that we hold about you. In order for the Company to provide you with the information we hold on you, we are required to obtain certain information from you to verify the request. Please complete this form by providing the required information and documents, signing and returning it to Novatti Tech Europe Ltd.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Mr | Mrs | Miss | Ms | Other: |
| Surname |  | | | | |
| First name(s) |  | | | | |
| Address |  | | | | |
| Telephone number |  | | | | |
| Home |  | | | | |
| Work |  | | | | |
| Mobile |  | | | | |
| Email address |  | | | | |
| Date of birth |  | | | | |
| Details of identification provided to confirm name of data subject | Provide two copies of following forms of identification:(Passport, Driving licence, Birth certificate, Utility bill (from last 3 months), Current vehicle registration document, Bank statement (from last 3 months) | | | | |
|  | | | | |
| Details of data requested |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you acting on behalf of the data subject with their written or other legal authority? | Yes  No | | | | |
| If ‘Yes’ please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) |  | | | | |
| Please enclose proof that you are legally authorised to obtain this information.  (letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.) | | | | | |
| Title | Mr | Mrs | Miss | Ms | Other: |
| Surname |  | | | | |
| First name(s) |  | | | | |
| Current address |  | | | | |
| Telephone number |  | | | | |
| Home |  | | | | |
| Work |  | | | | |
| Mobile |  | | | | |
| Email address |  | | | | |

**DECLARATION**

I, ………………………………………………………, the undersigned and the person identified in above, hereby request that Novatti Tech Europe Ltd provide me with the data held on me, identified above.

Signature: Date:

Subject Access Request form completed by an authorised person:

I, ………………………………………………………, the undersigned and the person legally authorised to obtain this information, hereby request that Novatti Tech Europe provide me with the data about the data subject identified in above.

Signature: Date:

When completed, please return by post or email:

Send to:

Novatti Tech Europe Ltd

ATTENTION: Data Protection Officer

31 Evripidou Street,

NBA SEA Park, Office 202,

3031 Limassol, Cyprus

By Email: [DPO@novatti.com](mailto:DPO@novatti.com)